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MONTHLY TECHNICAL PROGRESS REPORT

for the period

April 1 – April 30, 2009

**Submitted
to**

**U.S. Environmental Protection Agency
75 Hawthorne Street
San Francisco, CA 94105
Attn: Elaine Chan,
Task Order Assignment Manager**

Under Contract EP-R9-06-03

**Submitted
by**



GRB Environmental Services, Inc.
Consulting Environmental Engineers and Scientists

One Penn Plaza – 25th Floor • New York, New York 10119

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EPA Contract No. EP-R9-06-03
Superfund Records Center Management Services, Region 9

Monthly Report
April 2009

TOAM: Elaine Chan
PM: Anne Bonham

I. TASK ACCOMPLISHMENTS

Task 1: Project Management

1.1 Manage the Contract

The monthly report was submitted to the TOAM on April 3.

The Prioritized Projects Report, Federal Facilities Report, and Federal Facilities in Site Assessment report were all submitted to the TOAM on April 14.

The Records Center Performance Measurements Reports were submitted to the TOAM on April 3.

The quarterly comprehensive statistical report for January 1 through March 31 was submitted to the TOAM on April 3.

Future Activities

Staff will deliver monthly technical and financial reports to the TOAM by the 10th of the month.

Staff will continue to track furniture and equipment for the semi-annual property inventory updates.

Records Center guidance materials will be created or revised as required.

1.2 Closeout of the Contract

No activity occurred in this reporting period.

Future Activities

Closeout activities will be performed as described in the Transition Plan and as directed by the TOAM at the end of the performance period.

Task 2: Document Collecting, Organizing, Processing, Indexing, Scanning, Storage, and Recycling/Shredding

2.1 Organizing and Indexing

Staff indexed 2,386 documents and edited 2,631 index records in the Superfund Document Management System - Centralized (SDMS-C) database.

The site assessment Librarian IV received 2.5 lft. of new documents.

On April 20 staff met with RPM Rick Sugarek and to discuss indexing requirements for Iron Mountain Mine site so that indexing on this project could go forward.

Future Activities

Staff will continue to organize and index Superfund files into the SDMS-C database.

2.2 Document Pick-up, Processing, File Management, and Storage

19 lft. of documents were picked up from EPA regional offices. 14 Transfer of Records forms were processed.

71 lft. of documents were retrieved from the FRC.

Staff performed physical preparation of documents (such as removing bindings, redacting, stamping, photocopying, or preparing for scanning or microfilming) for the following Administrative Records or special collections:

Montrose Chemical Corp (9.91 lft).

The Holdings Database was maintained during the month, and the following holdings reports were updated:

Holdings Report, updated April 15.

FRC Storage Report, updated April 15.

On-Site Storage Report, updated April 15.

Contracts On-Site Storage Report, updated April 3, 10 & 22.

Future Activities

Staff will continue to pick up documents from EPA regional offices on a regular twice-weekly schedule.

Staff will continue to maintain the on-site file collections and to recommend inactive files for retirement to the FRC.

Staff will continue to prepare accessions for transfer to the FRC.

2.3 Scanning

Scanning Department staff prepared, scanned, and quality assured 4,246 documents (79,472 pages) during April and forwarded them for retirement to the FRC.

Future Activities

Scanning staff will continue to prepare, scan, and quality assure files in the SDMS-C system and forward them for retirement to the FRC.

2.4 SCAP Support and WasteLAN Data Entry

No activity occurred in this reporting period.

Future Activities

Staff will continue to receive, index and log SCAP accomplishment documents at the direction of the TOAM.

2.5 Financial Documentation/Cost Recovery Packaging

Fifteen Financial Cost Documentation Packages were processed through the Accounting, Program, or Enforcement Final copy for the following sites:

OU	SSID	Site Name
00-01&		
05-06	0916	AEROJET GENERAL CORP (RANCHO CORDOVA) (2 pkgs)
03	0916	AEROJET GENERAL CORP (RANCHO CORDOVA) (2 pkgs)
01	0934	ATLAS ASBESTOS MINE
02	09E9	ATLAS ASBESTOS MINE
01	0935	COALINGA ASBESTOS MINE
03	09GJ	INDIAN BEND WASH SOUTH
01	09J2	INTERSIL INC./SIEMENS COMPONENTS (2 pkgs)
01-02	09J5	NEWMARK GROUNDWATER CONTAMINATION
06	0919	PHOENIX-GOODYEAR AIRPORT AREA
02	09M4	SAN GABRIEL VALLEY (AREAS 1-4)
00	0944	SELMA TREATING CO
01	09M1	TARP

Staff retrieved 5 cost packages/financial documents for EPA staff during April.

The Cost Package Documentation Index was updated on April 3, 10 & 22.

Future Activities

Cost packages and cost summaries will continue to be processed as directed by the TOAM.

2.6 Recycling and Shredding

At the request of EPA staff, Records Center staff recycled/shredded 3.4 lft. of documents.

Future Activities

Recycling and shredding assistance will be provided as directed by the TOAM.

Sites worked on under Task 2 for the month of April, with Site Spill Identification Number (SSID), Operable Unit (OU), and Site Name

SSID	OU	SITE NAME
099R	00	ABANDONED URANIUM MINES ON THE NAVAJO NATION
0916	00	AEROJET GENERAL CORP (RANCHO CORDOVA)
0916	01	AEROJET GENERAL CORP (RANCHO CORDOVA)
0916	03	AEROJET GENERAL CORP (RANCHO CORDOVA)
0916	04	AEROJET GENERAL CORP (RANCHO CORDOVA)
0916	05	AEROJET GENERAL CORP (RANCHO CORDOVA)
0916	06	AEROJET GENERAL CORP (RANCHO CORDOVA)
0916	07	AEROJET GENERAL CORP (RANCHO CORDOVA)
0916	08	AEROJET GENERAL CORP (RANCHO CORDOVA)
09FL	00	ALAMEDA NAVAL AIR STATION
094Y	01	ALARK HARD CHROME
09PC	00	ALTOONA MINE
09PC	01	ALTOONA MINE
09NW	00	AMERICAN SAMOA HIGH SCHOOL LABS DEUX

SSID	OU	SITE NAME
09GU	00	ANACONDA COPPER CO (YERINGTON)
09GU	03	ANACONDA COPPER CO (YERINGTON)
09C6	01	APACHE POWDER CO
09JS	01	ASARCO INC HAYDEN PLT
09E9	01	ATLAS ASBESTOS MINE
0934	01	ATLAS ASBESTOS MINE
09ZZ	N/A	BAC PRITCHARD INC
098L	00	BARBERS POINT NAVAL AIR STATION
09H2	01	BROWN & BRYANT INC. (ARVIN PLANT)
09R6	00	CARSON RIVER MERCURY SITE
09R6	01	CARSON RIVER MERCURY SITE
09GY	01	CASMALIA PHASE II
09PQ	00	CASMALIA RESOURCES
09MU	01	CHINO AIRPORT RADIUM DIALS
0945	01	COAST WOOD PRESERVING
091N	01	COOPER DRUM
09RM	00	COVE NAVAJO RADIOACTIVE STRUCTURE SITE
09NR	00	DECH DRUMS
0936	01	DEL AMO FACILITY
0936	02	DEL AMO FACILITY
09AG	00	DEL MONTE CORP. (OAHU PLANTATION)
09AG	01	DEL MONTE CORP. (OAHU PLANTATION)
0933	01	DEL NORTE PESTICIDE STORAGE
09HB	00	DENOVA ENVIRONMENTAL INC.
09KE	00	FORD CITY BURN DUMP
09SD	00	FOSTER'S PLATING
09H7	01	FRESNO MUNICIPAL SANITARY LANDFILL
094R	01	FRONTIER FERTILIZER
09H8	01	GBF & PITTSBURG DUMPS
09NZ	00	GRAYBILL METAL POLISHING INC
09NZ	01	GRAYBILL METAL POLISHING INC
09X6	00	HALACO ENGINEERING CO
09X6	01	HALACO ENGINEERING CO
09B8	01	HASSAYAMPA LANDFILL
09BL	00	HICKAM AIR FORCE BASE
09G6	01	INDIAN BEND WASH SOUTH
09G9	01	INDUSTRIAL WASTE PROCESSING
09MX	00	IRON KING MINE - HUMBOLDT SMELTER
09MX	01	IRON KING MINE - HUMBOLDT SMELTER
0917	01	IRON MOUNTAIN MINE
0917	04	IRON MOUNTAIN MINE
0974	01	J.H. BAXTER & CO
09FM	00	KLAU/BUENA VISTA MINE
0943	01	KOPPERS CO. INC. (OROVILLE PLANT)
093Y	00	LAVA CAP MINE
093Y	01	LAVA CAP MINE
09NG	00	LBJ HOSPITAL PCB SITE
09PU	01	LEVIATHAN MINE
0947	01	LIQUID GOLD OIL CORP RICHMOND
09SE	00	LISTON BRICK COMPANY
0989	01	LORENTZ BARREL & DRUM CO
Z9A9	00	MARTINEZ UNION PACIFIC RAIL LINE OIL REL
09QN	00	MCCLELLAN AIR FORCE BASE
0941	08	MCCLELLAN AIR FORCE BASE
0904	00	MCCOLL

SSID	OU	SITE NAME
0904	01	MCCOLL
091E	01	MCCORMICK & BAXTER CREOSOTING CO
091E	02	MCCORMICK & BAXTER CREOSOTING CO
091E	03	MCCORMICK & BAXTER CREOSOTING CO
09M6	01	MEW STUDY AREA
0946	00	MGM BRAKES
09J4	01	MODESTO GROUND WATER CONTAMINATION
09CA	00	MONTROSE CHEMICAL CORP
0926	01	MONTROSE CHEMICAL CORP
09CA	01	MONTROSE CHEMICAL CORP
0926	03	MONTROSE CHEMICAL CORP
09CA	05	MONTROSE CHEMICAL CORP
0926	05	MONTROSE CHEMICAL CORP
09BE	01	MOTOROLA, INC. (52ND STREET PLANT)
09BE	04	MOTOROLA, INC. (52ND STREET PLANT)
09BE	07	MOTOROLA, INC. (52ND STREET PLANT)
09RB	00	NAVAJO RADIOACTIVE STRUCTURES
09J5	00	NEWMARK GROUNDWATER CONTAMINATION
09J5	01	NEWMARK GROUNDWATER CONTAMINATION
09J5	02	NEWMARK GROUNDWATER CONTAMINATION
09PM	00	NORTHEAST CHURCHROCK MINE SITE
09MZ	00	NORTHEAST CHURCHROCK MINE SITE
09MZ	01	NORTHEAST CHURCHROCK MINE SITE
0978	00	NORTON AIR FORCE BASE
09BC	00	OMEGA CHEMICAL CORP
09BC	01	OMEGA CHEMICAL CORP
0958	01	OPERATING INDUSTRIES, INC., LANDFILL
09J6	01	PACIFIC COAST PIPELINES
09D6	00	PALOS VERDES LANDFILL
09R8	01	PHOENIX-GOODYEAR AIRPORT AREA
09LX	01	PRESERVATION AVIATION
0921	01	PURITY OIL SALES INC.
0921	02	PURITY OIL SALES INC.
Z9AA	00	PYRAMID LAKE OIL SPILL
09ZZ	N/A	QUIVIRA MINES
09X3	01	RALPH GRAY TRUCKING
0998	01	RHONE-POULENC, INC./ZOECON CORP
09LC	00	RINCONADA MINE
09BY	00	RIO TINTO COPPER MINE
09BY	01	RIO TINTO COPPER MINE
09J7	01	RIVERBANK ARMY AMMUNITION DEPOT
09PH	00	SAIPAN LAB CHEMICALS
0959	00	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09T5	00	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
0959	01	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09L6	01	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09N1	02	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09L6	03	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09N2	03	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09QZ	01	SAN FERNANDO VALLEY (AREA 2, DRILUBE-AVANESSIANS)
09QZ	04	SAN FERNANDO VALLEY (AREA 2, DRILUBE-AVANESSIANS)
09QY	01	SAN FERNANDO VALLEY (AREA 2, DRILUBE-MAZMANIAN)
09QY	04	SAN FERNANDO VALLEY (AREA 2, DRILUBE-MAZMANIAN)
09QB	02	SAN FERNANDO VALLEY (AREA 2, GLENDALE CHROMIUM)
09QB	03	SAN FERNANDO VALLEY (AREA 2, GLENDALE CHROMIUM)

SSID	OU	SITE NAME
098V	00	SAN GABRIEL VALLEY (AREAS 1-4)
09ES	01	SAN GABRIEL VALLEY (AREAS 1-4)
09M4	01	SAN GABRIEL VALLEY (AREAS 1-4)
09M5	01	SAN GABRIEL VALLEY (AREAS 1-4)
098V	04	SAN GABRIEL VALLEY (AREAS 1-4)
094X	05	SAN GABRIEL VALLEY (AREAS 1-4)
098V	05	SAN GABRIEL VALLEY (AREAS 1-4)
097B	08	SAN GABRIEL VALLEY (AREAS 1-4)
097B	09	SAN GABRIEL VALLEY (AREAS 1-4)
09M4	02	SAN GABRIEL VALLEY (AREAS 1-4)
09KL	00	SAN JOAQUIN DRUM CO
0944	02	SELMA TREATING CO
09NJ	00	SHAHARALD MINE
0942	01	SOUTH BAY ASBESTOS
09QL	01	SSFL: SANTA SUSANA FIELD LABORATORY
09ZZ	N/A	STAUFFER CHEMICAL COMPANY
09W9	01	STOKER CO
0901	01	STRINGFELLOW
0901	05	STRINGFELLOW
09K2	01	SULPHUR BANK MERCURY MINE
09ND	00	TANAPAG FUEL FARM
09M1	01	TARP
0981	01	TH AGRICULTURE & NUTRITION
09ZZ	N/A	THERM-O-ROCK IND.
09M7	01	TRAVIS AIR FORCE BASE
09P3	00	TREASURE ISLAND NAVAL STATION- HUN PT AN
09R3	00	UNITED HECKATHORN CO
09R3	01	UNITED HECKATHORN CO
09ZZ	N/A	UNOCAL ORCUTT TANK FARM TRACT #12631
09K5	01	VALLEY WOOD PRESERVING INC.
09ZZ	N/A	VENDO CO THE
09ZZ	N/A	VERMICULITE OF HAWAII, INC
09C1	01	WASTE DISPOSAL INC
09C1	01	WASTE DISPOSAL, INC.
09D1	01	WATKINS JOHNSON CO (STEWART DIVISION)
09R4	01	WESTERN PACIFIC RAILROAD
0997	00	WESTINGHOUSE ELECTRIC CORP. (SUNNYVALE)
09Q1	01	WILLIAMS AIR FORCE BASE

Task 3: Reference, Circulation, Search, Retrieval of Documents onsite or at FRC/NARA, and CD-ROM Production

3.1 Reference, Search, and Circulation Service

Staff processed 102 requests for documents, performed 480 database searches in SDMS-C, and provided 634 documents for EPA staff and other requesters.

Thirty-six indices were generated in electronic, diskette, CD-ROM, or paper format at the request of EPA staff or members of the public.

The Circulation Department and Cost Recovery Department CBI Circulation/Disclosure Reports were submitted to the EPA CBI Officer on April 2 and April 1, respectively.

Future Activities

Staff will continue to perform online searches, retrieve documents, provide files to EPA staff and other requesters, and to generate site file indices from the SDMS-C database.

3.2 Freedom of Information Act (FOIA)

Staff provided support for 6 FOIA requests totaling 25.75 billable hours.

Future Activities

Staff will continue to provide FOIA support to EPA staff and the public, including online searching, generating reports of potentially responsive documents, and providing information in hard copy or electronic form.

3.3 Photocopy and Redaction Service

Staff photocopied 6,586 non-FOIA-related pages for EPA staff and other requesters. In addition, staff printed 1,354 pages from SDMS-C.

At the request of ORC attorney Taly Jolish, 5 documents from the Palos Verdes Shelf site file were redacted in preparation for the upcoming AR.

Future Activities

Staff will continue to provide photocopy and redaction service as directed by the TOAM and EPA program staff.

3.4 CD-ROM Service

Staff fulfilled 27 requests for documents on CD-ROMs. 52,856 pages were copied to CDs.

Future Activities

Staff will continue to provide documents to EPA staff and the public in CD-ROM format.

3.5 Submittal of RODs, ESDs, ROD Amendments to EPA Headquarters

No activity occurred in this reporting period.

Future Activities

Staff will continue to submit RODs, ESDs, and ROD Amendments to EPA Headquarters on a quarterly basis.

Sites worked on under Task 3 for the month of April, with Site Spill Identification Number (SSID), Operable Unit (OU), and Site Name

SSID	OU	SITE NAME
09PA	00	ABBOTT/TURKEY RUN MINE SITE
09ZZ	N/A	AFFORDABLE FURNITURE
098K	01	ALAMEDA NAVAL AIR STATION
09ZZ	N/A	ALAMEDA ST SAN LDFL
09DJ	00	AMCO CHEMICAL
09JW	00	B.F. GOODRICH
09JW	01	B.F. GOODRICH

SSID	OU	SITE NAME
09ZZ	N/A	CALIFORNIA MICRO DEVICES CORP
09R6	00	CARSON RIVER MERCURY SITE
093H	01	CASMALIA RESOURCES
09ZZ	N/A	CHOULIC GRAVEL PIT
09P8	01	EDWARDS AIR FORCE BASE
09SD	00	FOSTER'S PLATING
0988	01	INTEL CORP (SANTA CLARA 3)
0917	01	IRON MOUNTAIN MINE
093Y	00	LAVA CAP MINE
093Y	01	LAVA CAP MINE
097J	02	LEHR/OLD CAMPUS LANDFILL
09ZZ	N/A	LIBBY SISTER SITES (ASBESTOS PROJECT)
0989	01	LORENTZ BARREL & DRUM CO
0904	01	MCCOLL
09J4	01	MODESTO GROUND WATER CONTAMINATION
0926	05	MONTROSE CHEMICAL CORP
09BE	01	MOTOROLA, INC. (52ND STREET PLANT)
09ZZ	N/A	MTBE CHARNOCK
09K7	00	NEW IDRIA MERCURY MINE
09K7	01	NEW IDRIA MERCURY MINE
0978	01	NORTON AIR FORCE BASE
09BC	00	OMEGA CHEMICAL CORP
09BC	01	OMEGA CHEMICAL CORP
09J6	01	PACIFIC COAST PIPELINES
09R8	01	PHOENIX-GOODYEAR AIRPORT AREA
0919	01	PHOENIX-GOODYEAR AIRPORT AREA
09LX	00	PRESERVATION AVIATION
09ZZ	N/A	QUALTRONICS MANUFACTURING INC
0998	01	RHONE-POULENC, INC./ZOECON CORP
09ZZ	N/A	SAN DIEGO GALVANIZING INC
09N1	00	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09N2	01	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
0959	01	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09QB	01	SAN FERNANDO VALLEY (AREA 2, GLENDALE CHROMIUM)
09ES	01	SAN GABRIEL VALLEY (AREAS 1-4)
09K1	01	SPECTRA PHYSICS
0901	01	STRINGFELLOW
09Q5	01	TRACY DEFENSE DEPOT
09M7	01	TRAVIS AIR FORCE BASE
09P3	01	TREASURE ISLAND NAVAL STATION- HUN PT AN
096Y	01	TUCSON WEST CAP
09K5	01	VALLEY WOOD PRESERVING INC.
09RH	00	WAIANAE PERC AND PCBS SITE
09D1	01	WATKINS JOHNSON CO (STEWART DIVISION)

Task 4: Administrative Records (ARs) and Special Collections Management

4.1 Administrative Records

The Foster's Plating Removal AR was compiled, copied, and sent to repository on April 28.

On April 2 staff met with the TOAM, RPM Nadia Hollan Burke to conduct the kick-off meeting for the Anaconda Copper Co (Yerington) administrative record. Indexing requirements and scheduling issues were resolved so that work on this project could begin.

Future Activities

ARs will be compiled, copied, and sent to repositories at the direction of the TOAM.

Information in the AR Repository database will be updated as necessary.

4.2 Work-Performed Compilations

Six work-performed compilations were created or updated during April for the following sites:

OU	SSID	Site Name
00	094R	FRONTIER FERTILIZER (2 pkgs)
00	091A	LEVIATHAN MINE
01	09M6	MEW STUDY AREA
00	09MZ	NORTHEAST CHURCHROCK MINE SITE
01	09K5	VALLEY WOOD PRESERVING INC.

Future Activities

Staff will continue to compile work-performed compilations as directed by the TOAM.

4.3 Electronic Media and Microfilm Management

Staff produced copies of special collections in the following electronic formats this month:

CD-ROM format: 17 collections

Electronic files attached to E-mails: 61 collections

Future Activities

Staff will produce special collections in electronic formats as directed by the TOAM.

Microfilm will be sent for quality-assurance testing and long-term storage as needed.

Sites worked on under Task 4 for the month of April, with Site Spill Identification Number (SSID), Operable Unit (OU), and Site Name

SSID	OU	SITE NAME
09GU	00	ANACONDA COPPER CO (YERINGTON)
09RM	00	COVE NAVAJO RADIOACTIVE STRUCTURE SITE
09SD	04	FOSTER'S PLATING
094R	00	FRONTIER FERTILIZER
091A	00	LEVIATHAN MINE
09SE	00	LISTON BRICK COMPANY
09M6	00	MEW STUDY AREA
09CA	01	MONTROSE CHEMICAL CORP
09CA	05	MONTROSE CHEMICAL CORP
09MZ	00	NORTHEAST CHURCHROCK MINE SITE
09MZ	01	NORTHEAST CHURCHROCK MINE SITE
09SC	00	SAIPAN MAYOR'S OFFICE DRUM SITE
09QZ	04	SAN FERNANDO VALLEY (AREA 2, DRILUBE-AVANESSIANS)
09QY	01	SAN FERNANDO VALLEY (AREA 2, DRILUBE-MAZMANIAN)
09RA	04	SAN FERNANDO VALLEY (AREA 2, LIBRASCOPE)
09K5	01	VALLEY WOOD PRESERVING INC.

Task 5: Manage the Day-to-Day Operations of the Superfund Records Center

The following staff meetings were held during the month:

The PM held an all-hands staff meeting on April 27.

The PM held a Managers/Supervisors meeting on April 15.

The PM held a Scanning Department meeting on April 14.

The PM held a Cost Recovery Department meeting on April 14.

The RMS IV/Assistant Manager held meetings with special projects staff on April 7 and 10.

The RMS IV/Circulation Department Supervisor held a departmental meeting on April 6 and April 15.

The RMS IV/Computer Support Department Supervisor held a departmental meeting on April 20.

The PM purchased supplies and/or equipment during April as necessary.

Future Activities

The PM and department heads will continue to conduct regular staff meetings.

The PM will continue to manage the day-to-day operations of the Superfund Records Center and to purchase supplies and equipment in a timely manner.

Task 6: Training and Orientation

At the request of the TOAM, on April 17 a RMS V gave Contracting Officer Don Bandur and Contracting Specialist Zack Slater a tour of the Records Center, explained the services provided, and demonstrated the use of *Express Link*. The RMS V also provided them with copies of the Records Center Fact Sheet, telephone numbers bookmark, and staff roster.

Future Activities

Staff will continue to provide training, orientation, and tours to EPA staff, contractors, and others as directed by the TOAM.

Task 7: Online Operations and Internet Support

Backup tapes were delivered to the Computer Operations Section of the EPA Management and Technical Services Division for off-site storage at EPA's Richmond Labs on April 7.

An RMS IV/IS III coordinated with Bob Zucker and Warren Beer to resolve issues with receiving the wrong server from Dell. Finally received the correct Operating System that was approved by the NIS. The problem was successfully resolved April 28 and the build of the new server is an on going process.

An RMS IV/IS III coordinated with Jeff Tackett on the build of the new server to prepare for the Active Directory Migration and to verify the correct setup of the network and routers. The build is a continuing issue on April 30.

An RMS IV/IS III coordinated with Al Belhari to install Anti-Virus and Backup Exec software for the new Windows server. The build is still in effect as of April 28.

Future Activities

Staff will continue to maintain all computer hardware, software, and LAN nodes in the Records Center.

Backup tapes will continue to be delivered to the Computer Operations Section of the EPA Management and Technical Services Division for off-site storage.

Staff will continue to post Administrative Record indices, introductions, and lists of acronyms for Region 9 ARs on the Internet.

Task 8: Attend Meetings and Teleconferences

No activity occurred in this reporting period.

Future Activities

Staff will attend a national Superfund Records Managers/SDMS-C Workgroup teleconference meeting in April.

Task 9: Assist Region 9 with Implementing the EPA's Enterprise Content Management System, ECMS

9.1 Assist with Training End Users

At the request of the TOAM, a Librarian IV gave 4 introductory ECMS presentations to EPA staff in April.

9.4 Assist with Registering ECMS Users

At the request of the TOAM, a Librarian IV registered 39 EPA staff in ECMS in April.

9.5 Assist with Approving Registered ECMS Users

At the request of the TOAM, a Librarian IV approved 20 EPA staff in ECMS in April.

II. DIFFICULTIES ENCOUNTERED

No difficulties were encountered this reporting period.

III. PERSONNEL ACTION

Librarian IV/Records Librarian Catherine Lee was terminated on April 2. Recruitment to fill this position began immediately.

The RMS IV/Head Indexer interviewed candidates for the open Librarian IV position. A candidate will be selected in May.

IV. SUMMARY OF TECHNICAL DIRECTION

Staff received technical direction for 19 new projects via *Express Link* Work Request Forms. In addition, staff received from the TOAM 5 requests for information or support via other means.

V. STATISTICS

New File Footage

New Files Received	Footage	Year to Date
5,007	33.5 lft.	315.4 lft.

Inventories

Records Surveyed	Year to Date
15.2 lft.	200.8 lft.

Records Dispositioned

To FRC	To NARA	Destroyed	Year to Date
0 lft.	0 lft.	0 lft.	656.3 lft.

Records Use Statistics

EPA Staff	Government Requests	Regulated Community	Educational Institutions	Citizens	International	Media	Other	Total
70	2	2	0	13	0	0	6	93